## **First Steps Committee Member**

## Secretary role

## **Secretary** Approx 2 hours a month

- Responds punctually to all correspondence; keeping proper records
- Organises all meetings including liaising with attendees to ensure they are informed etc
- Draws up meeting agendas and circulates to all attendees punctually
- Takes accurate minutes during meetings, types up and sends them out to all attendees in a timely manner.